

**SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION
POSITION DESCRIPTION**

FINANCE OFFICER

BASIC FUNCTION

The Finance Officer works an annual average of forty (40) hours per week and is responsible for performance of statutory duties and divisional support related to the financial transactions of the Authority, including the Solid Waste Division, Nursing Home Division (as needed) and Economic Development Division.

SCOPE

The Finance Officer reports to the Executive Director and is responsible for maintaining the general ledger; preparing financial statements and reports; maintaining cash controls; coordinating with purchasing, accounts payable, and accounts receivable; overseeing and coordinating investments and implementing the cash management plan.

DUTIES

Include but are not limited to the following:

1. Administer and monitor the Edmunds computer based financial system in order to ensure that the Authority's Finances are maintained in an accurate, complete and timely manner:
 - a. Establish, maintain and reconcile the general ledger
 - b. Facilitates preparation of the annual budget for all divisions including capital budget and revenue projections in conjunction with the Executive Director and Division Heads
 - c. Develop and implement financial policies and procedures
 - d. Establish and maintain cash controls
 - e. Monitor cash reserves and investments
 - f. Reconcile bank statements monthly
 - g. Prepares monthly income and expense reports
 - h. Prepares financial resolutions for budget transfers, cancelling checks, amending budgets, etc.
 - i. Establish and maintain supplier accounts
 - j. Ensure data is entered into the system accurately
 - k. Ensure transactions are properly recorded and entered into the Edmunds computerized accounting system
 - l. Prepare income statements
 - m. Prepare balance sheets
 - n. Prepare quarterly reports and report on variances

- o. Primary point of contact for the annual financial audit and annual sanitary landfill escrow audit, including corrective action plan development and implementation
 - p. Maintain the Edmunds computerized accounting system and annual upgrades, including on line requisitions module
 - q. Maintain hard copy financial files and records up to date and in an orderly manner with ease of retrieval and access at all times in accordance with NJ DARM records retention schedules
 - r. Reviews idle cash investments, obtains quotes on interest rates and invests funds for highest yield in compliance with investment regulations
 - s. Updates the Authority Cash Management Plan annually
2. Works directly with staff to insure the accounts payable and accounts receivable systems are in order, including:
 - a. complete and accurate records of all moneys
 - b. Ensure the safeguarding of all funds
 - c. Randomly audit purchase order coding and account balances
 - d. Reconcile the accounts payable system on a monthly basis
 - e. Prepare journal summaries
 - f. Reconcile the accounts receivable on a monthly basis
 - g. Compile source documents
 - h. Issue receipts
 - i. Evaluate and reconcile daily deposits
 - j. Responsible for the development of an internal control system to safeguard municipal assets.
 3. Ensures statutory compliance of Local Bond Law, Local Budget Law, Fiscal Affairs Law, Local Public Contract Law, Community Affairs Law, Single Audit Act and other pertinent statutes.
 4. Responsible for complying with all directives of the NJ Department of Community Affairs, Division of Local Government Services directives.
 5. Performs other duties as reasonably related to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The candidate must have proficient knowledge in the following areas:

- computerized accounting programs; advanced level
- accounts payable and accounts receivables
- generally accepted accounting principles
- fund accounting, capital accounting, grant accounting
- preparation of financial statements
- preparation of financial reports
- authority services
- payroll systems and reporting
- an understanding of relevant authority financial legislation, policies and procedures

Skills

The candidate must demonstrate the following skills:

- accounting and bookkeeping skills
- analytical and problem solving skills
- decision making skills
- team work
- effective verbal and listening communications skills, including use of spreadsheets and charts
- effective written communications skills
- ability to communicate
- computer skills including the ability to operate computerized accounting, spreadsheets and word processing programs at a highly proficient level
- stress management skills
- time management skills

Personal Attributes

The candidate must maintain strict confidentiality in performing the duties of the Finance Officer. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

QUALIFICATIONS

- 1) The Finance Officer must attain the required knowledge, skills and attitudes through completion of a Diploma in Accounting or Business Administration and/or completion of second level of a recognized accounting program combined with related financial experience.
- 2) Possess or ability to obtain certification by New Jersey Dept. Of Community Affairs as a certified finance officer
- 3) Minimum of at least four (4) years of related work experience
- 4) Possession of valid NJ Driver's License
- 5) Considerable knowledge of modified accrual accounting methods.
- 6) Ability to operate a computer, financial and word processing software, copy machine, calculator, telephone, fax machine and postal machine.
- 7) Ability to work in efficient and courteous manner in a team based environment.